

# Internal Recruiter

## Company Overview

Alpha Development is an international training firm specialising in development for financial services organisation. Our clients include the world's leading investment banks, insurance companies and asset managers. With offices in the UK, Singapore, Poland, and a significant amount of work in the US and Middle East, we offer global coverage and have delivered across more than 20 countries.

## Purpose

Due to recent growth and business expansion, Alpha Development have an exciting role for an Internal Recruitment position to support company expansion. The Internal Recruiters role is to directly support the business in the recruitment of key positions, which are essential to support the company's growth over the next 2 years. The range of roles will be across department and levels will range from junior entry level positions through to senior directors.

## Role

Effective coordination and management of all recruitment tasks across all divisions within the business.

Responsibilities include but are not limited to:

- Headhunting, executive search and direct sourcing of candidates
- Writing and posting job adverts on various job boards
- All scheduling internally including screening calls, interviews, presentations, testing
- Create and manage an applicant tracking system
- Screen all candidates before 1<sup>st</sup> interview
- Build strong relationships with key internal stakeholders and hiring managers
- Act as main point of contact for internal teams – e.g. drafting job descriptions, confirming candidate details, highlighting visa considerations, start dates
- Act as main point of contact for candidates keeping them up to date with their application process and expectations at different stages
- Coordinate and collate all interview feedback and save securely
- Check references and highlight any areas of concern
- Provide a stress free and supportive overall candidate experience from beginning to end
- Creating reports on recruitment KPIs and statistics to present to the board monthly
- Manage recruitment budgets
- Track and award internal referrals when requirements are met
- Liaise with agencies when required, and agree terms and conditions
- Ensure all processed are completed in line with Alpha's GDPR policies

## Experience Knowledge and Skills Required

- Proven experience and success hiring across a range of roles in a fast-paced organisation
- Experience either working as a 360 recruitment consultant or as an internal recruiter
- Professional manner, positive approach and 'can do' attitude
- Self-motivated & self-sufficient. Ability to complete work without direct supervision.
- Able to prioritise and manage workflow effectively, organised
- Resilience and ability to manage competing demands
- Effective communication skills; excellent written and oral skills, articulate, empathetic listener, builds trust and asks questions
- High levels of accuracy, attention to detail and analytical capabilities
- Ability to work under pressure and to strict deadlines
- Commercially aware
- Confident in escalating issues
- Strong relationship building and interpersonal skills

## Other information

**Department / Location:** Human Resources/ The role will be based in our office in London Cheapside office EC2

**Hours:** This role is full time. Monday to Friday 37.5 hours per week

**Holidays:** 28 days per annum, plus bank holidays

**Staff Benefits:** Gym membership contribution, season ticket loan, healthy snacks, cycle to work scheme, childcare vouchers and private medical cover – after one year of service

**Start date:** Immediate start preferable

IF YOU ARE INTERESTED IN THE ROLE EMAIL A PERSONAL STATEMENT AND CV TO  
**RECRUITMENT@ALPHADEVELOPMENT.COM**